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Approved For Release 2003/04/29 : CIA-RDP84-00780R000200120017-1

11 June 1963

25X1 MEMORANDUM FOR: [ ] Office of the DD/S  
25X1 SUBJECT : Comments Regarding the Agency Courier System  
Report ([ ] Report)

1. The comments of the Mail and Courier Task Force regarding the subject report are concurred in.

2. Reference Section 18 regarding the discontinuance of the logging function in RID, you should be informed that serious consideration was given to the possibility of discontinuing this function, but it was decided that it was not feasible at this time to do so. When the occasion arises, this subject may be reopened for further consideration.

[ ]  
Deputy Chief, RID/Processing Branch

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

MAIL CONTROL QUESTIONNAIRE

Name of organizational component - \_\_\_\_\_

1. Does your component log mail? \_\_\_\_\_  
yes no

If "yes," what form or forms does it use? \_\_\_\_\_  
(List)

Approximate number of individual pieces of mail per day - \_\_\_\_\_

2. Does it have other mail activities? \_\_\_\_\_  
yes no

Check:

- \_\_\_\_\_ (a) Simple delivery service
- \_\_\_\_\_ (b) Determination of routing
- \_\_\_\_\_ (c) Setting suspense dates
- \_\_\_\_\_ (d) Other \_\_\_\_\_

(Explain)

3. What is the purpose of these mail activities?

Check:

- \_\_\_\_\_ (a) To meet security logging requirements
- \_\_\_\_\_ (b) To determine action component or individual
- \_\_\_\_\_ (c) To determine component or individual requiring the information
- \_\_\_\_\_ (d) To know location of mail at all times
- \_\_\_\_\_ (e) To effect management control through suspense dates, follow-up, etc.
- \_\_\_\_\_ (f) Other \_\_\_\_\_

(Explain)

4. The following jobs are concerned with mail activities:

Job Title

No. of Employees % of Time Devoted to Mail

5. If another facility or registry could satisfy the security logging requirements and furnish information as to location of the component's mail, could logging be discontinued? \_\_\_\_\_

yes no

If "no," why not? \_\_\_\_\_

SECRET  
(When Filled In)

GROUP I Excluded from automatic downgrading and declassification

yes		no	
1	2	3	4